

County of Los Angeles

DEPARTMENT OF PUBLIC SOCIAL SERVICES

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Fifth District

October 25, 2005

The Honorable Board of Supervisors
County of Los Angeles
500 West Temple Street
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO AUTHORIZE THE EXECUTION OF AN AGREEMENT WITH
FOX SYSTEMS INC., FOR LOS ANGELES ELIGIBILITY, AUTOMATED
DETERMINATION EVALUATION, AND REPORTING (LEADER) SYSTEM
REPROCUREMENT CONSULTING SERVICES
(ALL DISTRICTS – 3 VOTES)**

CIO RECOMMENDATION:

APPROVE ☒ APPROVE WITH MODIFICATION ☐ DISAPPROVE ☐

**JOINT RECOMMENDATION WITH THE CHIEF INFORMATION OFFICER THAT
YOUR BOARD:**

Approve and instruct the Chair to sign the attached Agreement with FOX Systems, Inc., effective the day after Board approval through June 15, 2007, in the maximum sum of \$1,881,000 for consulting services to assist DPSS in LEADER System reprocurement activities, including, but not limited to, the following services: (a) support the development of a Request for Proposals (RFP), including a sample vendor contract; (b) prepare an Implementation Advance Planning Document (IAPD) for approval by the State and Federal governments; (c) prepare a vendor proposal Evaluation Manual Package; (d) provide support for County Counsel and Auditor-Controller in the RFP and Evaluation Manual Package review process; (e) participate in the proposers' conference; (f) participate in the evaluation of vendor oral presentations, demonstrations and site visits; (g) support the development and compilation of final vendor selection materials; (h) assist DPSS and County Counsel with vendor negotiations; (i) develop a

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risk mitigation plan; (j) assist DPSS and County Counsel in writing the final vendor contract; and (k) support DPSS in obtaining State and Federal approval for the new LEADER System contract.

Since there is a CalWORKs and a Food Stamps Maintenance of Effort (MOE) requirement, which will be met by the County, there is no additional Net County Cost (NCC) for these programs. The share of costs associated with programs such as General Relief results in an estimated NCC of \$163,000.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On March 15, 2005, the Board approved Amendment Number Ten to the LEADER Agreement that extended the contract term by 24 months through April 30, 2007. At that time, we informed the Board that the Department would be undertaking LEADER System reprocurement activities over the next two years. We were directed to include strong and explicit deliverables for the LEADER System reprocurement within the new vendor contract.

Due to the complexity of the project, DPSS determined that a consultant should be retained to assist with the reprocurement process. Consequently, on May 5, 2005, ISD released a Work Order under the Information Technology Support Systems Master Agreement (ITSSMA) competitive process to solicit a contractor to provide consulting services for LEADER System reprocurement activities. Two proposals were received. Of those, FOX Systems Inc., met the minimum requirements and submitted the lowest cost proposal.

The selected contractor will assist the Department in preparing an RFP for a reprocurement of the LEADER System, including a Statement of Work containing strong and explicit deliverables and a sample vendor contract. The contractor will also aid in the evaluation of vendor proposals, vendor negotiations, and acquisition of State and Federal approval for a new vendor contract.

The reprocurement of the LEADER System is a major undertaking that will require significant staffing resources within the Department, as well as support from the County's Chief Information Office, County Counsel, Chief Administrative Office, Auditor-Controller, and the other County departments who currently access the LEADER System. Additionally, it is critical that the system architecture (hardware and software) requirements be clearly defined to ensure high levels of system availability and response times, as well as stringent remedies should the required performance not be achieved. For these reasons, an information technology specialist, such as FOX Systems Inc., must be retained to assist in the reprocurement effort.

The contractor has extensive knowledge of DPSS systems including the LEADER System. As you may recall, they were the contractor that prepared the LEADER System Alternatives Analysis in September 2004. FOX Systems Inc., has detailed

knowledge of our technical infrastructure and network topologies. In addition, the contractor is experienced with the Department's computer related equipment installations, software, system applications, and network configuration and have an understanding of our business processes and procedures.

In order to ensure that any potential LEADER System enhancements or modifications are identified prior to the reprocurement, DPSS will create, and chair, a community group with members from Local 660 and community organizations. DPSS and FOX Systems Inc., will meet with this group to listen to the issues/problems DPSS staff and participants have with the current LEADER System.

The services to be received under this Agreement are essential to the effective determination of the requirements, specifications, tasks, and deliverables for the reprocurement of the LEADER System.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommendation is consistent with the principles of County Strategic Plan Goal #1 (Service Excellence) to provide the public with easy access to quality information and services that are both beneficial and responsive, as well as Goal #3, to ensure that service delivery systems, such as the LEADER System, are efficient, effective and goal-oriented, and collaborate across functional and jurisdictional boundaries. In addition, this Agreement is consistent with DPSS' objectives for increasing the efficiency and effectiveness of departmental programs through expanded information technology and communications. The LEADER System is part of the DPSS Business Automation Plan.

FISCAL IMPACT

Since there is a CalWORKs and a Food Stamps Maintenance of Effort (MOE) requirement, which will be met by the County, there is no additional Net County Cost (NCC) for these programs. The share of cost associated with programs such as General Relief results in an estimated NCC of \$163,000.

Costs for Fiscal Year 2005-06

The total estimated cost for this Agreement in FY 2005-06 is \$924,000 with an estimated NCC of \$80,000. Sufficient funding is included in the Department's FY 2005-06 Adopted Budget.

Costs for Fiscal Year 2006-07

The total estimated cost for this Agreement in FY 2006-07 is \$957,000 with an estimated NCC of \$83,000. Sufficient funding will be included in the Department's FY 2006-07 budget request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The State has approved DPSS' Planning Advance Planning Document Update requesting funding for the reprocurement activities for a new LEADER System.

This Agreement was prepared by DPSS, and was reviewed and approved as to form by County Counsel and reviewed by outside counsel, Mitchell, Silberberg & Knupp LLP. Additionally, this Agreement was reviewed by the CAO's Risk Management Branch and the Chief Information Office.

This is not a Prop A contract and accordingly is exempt from the requirements of the Living Wage Ordinance.

CONTRACTING PROCESS

On May 5, 2005, ISD released a Work Order under the ITSSMA competitive process to solicit a contractor to provide consulting services for LEADER System reprocurement activities. Two proposals were received. Of those, FOX Systems Inc., met the minimum requirements and submitted the lowest cost proposal.

FOX Systems Inc., was selected through the ITSSMA competitive bidding process. DPSS has prepared the attached consultant services Agreement for the Board's approval.

IMPACT ON CURRENT SERVICES OR PROJECTS

The execution of this Agreement will not infringe on the role of the County in relationship to its residents, and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County.

CONCLUSION

Upon approval and execution, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board Letter and one (1) original signed copy of the agreement to the Director of the Department of Public Social Services.

Respectfully submitted,

**DEPARTMENT OF PUBLIC
SOCIAL SERVICES**

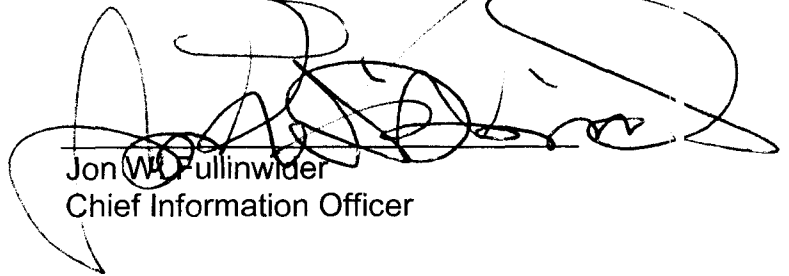


Bryce Yokomizo
Director

BY/JWF:ln
Attachment

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors
Auditor-Controller
Chair, Information Systems Commission

CHIEF INFORMATION OFFICE



Jon W. Pullinwider
Chief Information Officer